



Administrative Services Specialist

Details

Job ID : 511

Title : Administrative Services Specialist

Job Code : 738

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR SUPERVISING JUDICIAL RECEPTIONISTS AND PROVIDING ADMINISTRATIVE ASSISTANCE TO THE GENERAL MANAGER OF ADMINISTRATIVE SERVICES

Required Qualifications

Education : 2 Year College Degree

Education Substitute : None

Experience : 3 Years of Work Experience

Job Required Knowledge

- 3 YEARS OF WORK EXPERIENCE INCLUDING SUPERVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ORGANIZATIONAL ABILITIES

Job Preferred Knowledge

- COURT SYSTEM, MULTI-LINE PHONE SYSTEM, EMARS

Job Duties

- DAY TO DAY SUPERVISION OF JUDICIAL RECEPTIONISTS
- MAINTENANCE OF MOA, MOU, PSC ELECTRONIC AND HARD COPY FILES
- COORDINATOR OF MOA AND PSC DOCUMENTS
- PROCESSING PROCARD PAYMENTS
- COORDINATE SPECIAL PROJECTS FOR ADMINISTRATIVE SERVICES
- OTHER DUTIES AS ASSIGNED